

Duty Statement
California Government Operations Agency
State of California



Classification Title Office Technician (Typing)	Division Executive-Headquarters-Sacramento or Remote
Working Title Office Technician	Office/Unit/Section
Position Number 337-100-1139-004	Effective Date
Name VACANT	Date Prepared

General Statement

The Government Operations Agency (GovOps) oversees ten different state departments, boards and programs: Department of Human Resources, State Personnel Board, Department of General Services, Franchise Tax Board, Department of Tax and Fee Administration, Department of Technology, Public Employees' Retirement System, Teachers' Retirement System, Office of Administrative Law, and Victim Compensation Board.

Under the General Direction of the Deputy Secretary General Services, the incumbent provides administrative support to three GovOps executives, the Office Technician will be responsible for day-to-day administrative support of and performing a variety of administrative and technical functions. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
35%	(E)	Organize meeting, prepare agendas, and make adjustments to scheduled meeting times; maintain confidential and administrative files; Maintain executive team members appointment calendars; Serves as timekeeper: Collects and reviews employee timesheets, and tracks and reconciles staff leave balances. Maintain leave balance reports and distribute to leadership as required; Manage procurement for office supplies, various membership and subscriptions.
30%	(E)	Prepare, process and/or type a variety of correspondence/reports free of spelling and grammatical errors, such as memos, emails, forms, reports and other correspondence for executives; writing content for GovOps website, compose correspondence for executive staff

		signature; respond to inquiries on a wide range of subjects and from a variety of sources;
20%	(E)	Provides support to GovOps leadership with travel arrangements and preparation of travel documents including travel claims, travel advance request and excess lodging forms to ensure applicable State travel policies are followed.
10%	(M)	Use independent judgment in following up on assigned projects and other matters; monitor deadlines for reports and assure timely submission; assist in developing office procedures such as planning assignments, training, and report processing. Build efficiency and effective responsiveness into existing operations, and help define new operational strategies.
5%	(M)	Perform other duties as required consistent with the program needs.

Supervision Received

The Office Technician (Typing) reports directly to and receives the majority of assignments from the Deputy Secretary, Chief Data Officer however, direction and assignments may also come from other Deputy Secretaries in other program areas.

Supervision Exercised

None

Required Skills

The Office Technician (Typing) OT must be able to type at least 40 WPM. The OT must possess excellent organizational and communication skills, use good judgement in decision-making, exercise flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to program management needs.

Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 915 Capitol Mall, Suite 200, Sacramento, California, 95814 and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

Include information on travel, overtime, and environmental factors. Describe physical tasks performed, operating machinery or equipment, ability to lift, etc.

Attendance

Must maintain regular and acceptable attendance at such level as is determined at GovOps' sole discretion. Must be regularly available and willing to work the hours GovOps determines are necessary or desirable to meet its business needs.

Other Information

The duties of this position are performed indoors. The employee's workstation is located at 915 Capitol Mall, Sacramento, California and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.* (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel analyst.)

**A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date